



DocuSign is the fastest and easiest way to sign, send, and manage your documents on the go where in-person signing may not be available or you need to fast-track agreements requiring signatures.

Other benefits include:

- Manage electronic agreements
- Automatically remind recipients to sign
- Check status of document completion
- Receive status notifications
- Create templates for frequently sent agreements
- Send envelopes to recipients using email address
- In-person signing via host screen

At Place, we've made DocuSign integrate seamlessly into our processes, including with Realworks, allowing you to operate in an efficient and effective way, whilst remaining compliant.

**If you don't have a DocuSign account or would like to know more, please reach out to your Office Manager.**

## **Useful Resources**

- **DocuSign University**

*Available to download via The Place Playbook Resource Centre*